

# **W A R N I N G**

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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**June 1 – June 30, 2008**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**June 2008**

**TOAM: Elaine Chan**  
**PM: Patrick Gookin**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on June 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on June 12.

The Records Center Performance Measurements Reports were submitted to the TOAM on June 24.

The Major Projects Status Report was submitted to the TOAM on June 19.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 2,764 documents and edited 3,066 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:  
ABANDONED URANIUM MINES ON THE NAVAJO NATION  
AEROJET GENERAL CORP. (RANCHO CORDOVA)  
PACIFIC COAST PIPELINES  
WILLIAMS AIR FORCE BASE

The site assessment Librarian IV received 9.5 lft of new documents, of which 6.2 lft were federal facilities documents, and processed 20 new sites.

Circulation Department staff shelf-read approximately 34 lft. of site files during the month. Staff shifted approximately 4.5 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shifted 6 lft. of files to make room for new documents, and shelf-read the entire site assessment collection (393 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 3<sup>rd</sup> quarter quality-assurance review of new personal and organizational name authority file entries.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

28.8 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

.1 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated June 19.
- FRC Storage Report, updated June 19.
- On-Site Storage Report, updated June 19.
- Contracts On-Site Storage Report, June 6, 13, and 20.

Staff checked 4.2 lft. of unindexed MEW Study Area documents for possible duplication with documents already in the site file.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 887 documents (33,114 pages) during June and forwarded them for retirement to the FRC.

### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 7 SCAP accomplishment documents during June.

### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Four Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

LAVA CAP MINE, OU 01 (SSID 093Y)  
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)  
PRESERVATION AVIATION, OU 00 (SSID 09LX)  
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)

Staff received 7 requests for cost package and/or contract documents, performed 4 database searches in SDMS and Lotus Notes and provided 16 documents for EPA staff during June.

Site-specific charges occurred for the following sites:

BROWN & BRYANT INC. (ARVIN PLANT), OU 01 (SSID 09H2)  
IRON MOUNTAIN MINE, OU 00 (SSID 0917)  
MARSH CREEK RD ABANDONED DUMP SITE, OU N/A (SSID 09ZZ)  
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)  
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)

The Cost Package Documentation Index was updated on June 6, 13, and 20.

At the request of the TOAM, staff spent 1 hour redacting 1 cost package for the Modesto Ground Water Contamination site.

### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 6.7 lft. of documents.

### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

**Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09ZZ	N/A	10800 EDES AVE HOUSING (BROWNFIELDS)
09ZZ	N/A	1103A WEEKS ST (BROWNFIELDS)
09ZZ	N/A	1333-1379 62ND ST (BROWNFIELDS)
09ZZ	N/A	4060-4062 HOLLIS ST (BROWNFIELDS)
09ZZ	N/A	705 W CAMELBACK RD (BROWNFIELDS)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING (BURBANK)
09PC	00	ALTOONA MINE
09ZZ	N/A	AMBASSADOR LAUNDRY (BROWNFIELDS)
09DJ	01	AMCO CHEMICAL
09CE	00	AMERICAN CHROME
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
092Q	01	ANDERSEN AIR FORCE BASE
09C6	01	APACHE POWDER CO
0983	01	APPLIED MATERIALS
09JS	01	ASARCO INC HAYDEN PLT
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
091B	00	BYERS BOMB SITE
09ZZ	N/A	CALIFORNIA FLOODS - 1997
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09ZZ	N/A	CHEVRON USA EL SEGUNDO REF
09ZZ	N/A	COOLEY LANDING (BROWNFIELDS)
09ZZ	N/A	CRAFTON REDLANDS AREA
09JT	00	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09P8	01	EDWARDS AIR FORCE BASE
09DF	00	ENVIROPUR/PRC
09ZZ	N/A	EVERBRIGHT CORP (FINA SISU)
09Q6	00	FORT ORD
09Q6	01	FORT ORD
094R	01	FRONTIER FERTILIZER
09ZZ	N/A	GARDEN VALLEY NATURALLY OCCURRING ASBESTOS SITE
09ZZ	N/A	GARDENA SUMPS
09ZZ	N/A	GARDENA VALLEY DUMP NO 4
09Q7	01	GEORGE AIR FORCE BASE
09ZZ	N/A	GILA RIVER INDIAN COMMUNITY AERO DYNE CORP (BROWNFIELDS)
09ZZ	N/A	GOODYEAR AEROSPACE CORP
09X6	00	HALACO ENGINEERING CO
09ZZ	N/A	HE CHENG CORP/EVERBRIGHT CORP
0985	01	HEWLETT PACKARD, 1501 PAGE MILL ROAD
0940	00	IBM CORP
09ZZ	N/A	INDIAN COUNTRY PETROLEUM INC
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER



SSID	OU	SITE NAME
09MX	02	IRON KING MINE - HUMBOLDT SMELTER
0974	01	J.H. BAXTER & CO
09ZZ	N/A	JEAN'S BARBERSHOP (BROWNFIELDS)
09F5	00	KAISER STEEL CORP (FONTANA PLANT)
09ZZ	N/A	KAKAAKO SITE (BROWNFIELDS)
09MK	00	KING TUTT MESA AGGREGATE SITE
09FM	00	KLAU/BUENA VISTA MINE
09ZZ	N/A	KNOLLS LODGE MOBILE HOME PARK
093Y	01	LAVA CAP MINE
09JE	00	LAYTONVILLE DUMP
091A	01	LEVIATHAN MINE
09X8	01	LORENTZ BARREL & DRUM CO
0976	00	LOUISIANA-PACIFIC CORP
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
09ZZ	N/A	MARSH CREEK RD ABANDONED DUMP SITE
09ZZ	N/A	MARTIN ADAMS DUMP
09QN	16	MCCLELLAN AIR FORCE BASE
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
09ZZ	N/A	MEXICAN SPRINGS COMMUNITY DUMP
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	00	MOFFETT NAVAL AIR STATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	MOUNTAIN VIEW #5
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
09ZZ	N/A	NAVAJO SHEEP DIP VAT PROJECT
09ZZ	N/A	NETWORK SCIENCES INC
0952	00	NEVILLE CHEM CO
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09ZZ	N/A	OLD CLOSED DUMPSITE
09ZZ	N/A	OLD DRY CLEANER
09ZZ	N/A	OLD HALVERSON MACHINE
099S	00	OLD PAYSON CLEANERS
09ZZ	N/A	OLIVE GROVE DROSS
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	ORANGE AVE DSPL SITE
09A7	00	ORDOT LANDFILL
09J6	00	PACIFIC COAST PIPELINES
09J6	01	PACIFIC COAST PIPELINES

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09ZZ	N/A	PANTANO DUMP SITE
09ZZ	N/A	PARCEL 8
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	00	PEMACO MAYWOOD
09QW	00	PETALUMA MARSH
09ZZ	N/A	PG&E MARTIN SERV CTR
09ZZ	N/A	PRESCOTT LANDFILL
09LX	01	PRESERVATION AVIATION
09ZZ	N/A	QUIK CHEK SERVICE STATION
09ZZ	N/A	RAVENSWOOD INDUSTRIAL AREA (BROWNFIELDS)
09J7	00	RIVERBANK ARMY AMMUNITION PLANT
09ZZ	N/A	RIVERSIDE CEMENT CO CRESTMORE PLT
0979	00	SACRAMENTO ARMY DEPOT
0979	01	SACRAMENTO ARMY DEPOT
09ZZ	N/A	SAMOA PENINSULA (BROWNFIELDS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0980	00	SHARPE ARMY DEPOT
09ZZ	N/A	SHULGIN CHEMICAL
0942	00	SOUTH BAY ASBESTOS
0942	01	SOUTH BAY ASBESTOS
0964	00	SOUTH BAY BASIN
09ZZ	N/A	SOUTHWEST METAL INDUSTRIES
09W6	00	SPARKS SOLVENT/FUEL SITE
09ZZ	N/A	STEWART ST OIL SUMP
0901	00	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09ZZ	N/A	SUPERTYPHOON PAKA
09ZZ	N/A	TIRE INDUSTRIES
09ZZ	N/A	TORO CREEK SPILL
09Q5	00	TRACY DEFENSE DEPOT
09M7	00	TRAVIS AIR FORCE BASE
09M7	01	TRAVIS AIR FORCE BASE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09ZZ	N/A	U P R R PARCEL D (BROWNFIELDS)
09ZZ	N/A	UNITED INTERNATIONAL CORP
0996	01	VAN WATERS & ROGERS, INC
09HS	00	VETA GRANDE MINING CO.
09C1	01	WASTE DISPOSAL, INC.
0997	00	WESTINGHOUSE ELECTRIC CORP (SUNNYVALE)
09Q1	00	WILLIAMS AIR FORCE BASE
09Q1	01	WILLIAMS AIR FORCE BASE

**Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

**3.1 Reference, Search, and Circulation Service**

Staff processed 72 requests for documents, performed 426 database searches in SDMS-C, and provided 1,561 documents for EPA staff and other requesters.

Forty-one indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on June 6 and June 4, respectively.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 13 FOIA requests totaling 27 billable hours.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### **3.3 Photocopy and Redaction Service**

Staff photocopied 1,453 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 123 pages from SDMS-C.

#### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 27 requests for documents on CD-ROMs. 224,807 pages were copied to CDs.

#### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

ANDERSEN AIR FORCE BASE  
FORT ORD  
JET PROPULSION LABORATORY

#### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

**Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0982	01	ADVANCED MICRO DEVICES, INC.
0983	01	APPLIED MATERIALS
0934	01	ATLAS ASBESTOS MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
093H	01	CASMALIA RESOURCES
09E5	00	CHEM-NICKEL CO INC
091N	01	COOPER DRUM
09Y1	01	DCE CIRCUITS
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0963	00	GILA RIVER INDIAN RESERVATION
09G6	01	INDIAN BEND WASH SOUTH
09ZZ	N/A	INTERNATIONAL PAINT CO (CALIF) INC
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
09ZZ	N/A	KAISER CEMENT CORP CUSHENBURY PLT
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	01	LAVA CAP MINE
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
09X8	02	LORENTZ BARREL & DRUM CO
09ZZ	N/A	MARSH CREEK RD ABANDONED DUMP SITE
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
097V	00	NEVACO INC
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
09ZZ	N/A	RAND MINING COMPANY
0998	01	RHONE-POULENC, INC./ZOECON CORP
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0942	01	SOUTH BAY ASBESTOS
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
096Y	01	TUCSON WEST CAP
09ZZ	N/A	UNION COLLIER

## **Task 4: Administrative Records (ARs) and Special Collections Management**

### **4.1 Administrative Records**

The following ARs were compiled, copied, and sent to repositories in June:

Omega Chemical Operable Unit #1 AR sent June 6  
Sulphur Bank Mercury Mine Residences & Roads Removal AR sent June 20  
Sunrise Mountain Landfill 1999 AR sent June 23  
Sunrise Mountain Landfill 2008 AR sent June 23

The RMS IV/Assistant Manager called the Dewey-Humboldt Town Library for information, and updated the Repositories database on June 12.

#### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

### **4.2 Work-Performed Compilations**

One work-performed compilation was created during June for the Montrose Chemical Corp site, OU 01 and OU 03 (SSID 0926)

#### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 14 collections  
Electronic files attached to E-mails: 69 collections

#### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

#### **Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09PC	00	ALTOONA MINE
09FM	00	KLAU/BUENA VISTA MINE
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	01	OMEGA CHEMICAL CORP
0998	00	RHONE-POULENC, INC./ZOECON CORP
09K2	00	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL

### **Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on June 26.

The PM held a Managers/Supervisors meeting on June 18.

The RMS IV/Assistant Manager held meetings with special projects staff on June 9 and 10.

The RMS IV/Circulation Department Supervisor held departmental meetings on June 17 and 19.

The PM continued to purchase supplies and/or equipment during June.

#### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

### **Task 6: Training and Orientation**

No activity occurred in this reporting period

#### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

### **Task 7: Online Operations and Internet Support**

On June 3, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

On June 16 an RMS IV coordinated with EPA Oracle Systems Administrator Perry Silver to reconnect the mappings of the R9WISDMS server.

An RMS IV coordinated with Dan Brown to setup new scanner stations for the Record Center. The scanners were successfully installed on June 20.

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

### **Task 8: Attend Meetings and Teleconferences**

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on June 19.

### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in July.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

Librarian IV Catherine Lee began work on the contract on June 9, and RMS III/Cost Recovery Specialist Matthew Galli began on June 23.

The Circulation Department Supervisor interviewed candidates for the open Information Specialist II/Circulation Assistant position. The successful candidate was Jill Yate, who will begin on the contract on July 7.

An additional Librarian IV position has been approved by the TOAM. The recruitment process to fill this position has begun.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 13 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 6 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
898	26.9	260.8

### Inventories

Records Surveyed	Year to Date
11 LFT	208.9

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 LFT	0	0	582.6 LFT

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
49	0	2	0	11	0	1	2	65



## **VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK**

### **Task 1: Project Management**

#### **1.1 Manage the Contract**

The monthly report was submitted to the TOAM on 6/3/08.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 6/12/08.

The Records Center Performance Measurement Reports were submitted to the TOAM on 6/24/08.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 6/6/08.

The semiannual property inventory was completed and submitted to the TOAM on 05/30/08.

The PM and RMS IV/Assistant Manager met with the TOAM and the Contracting Officer on 2/12/08 to review the monthly reports and to verify the status of the Contract.

The *Trainer's Guide to SDMS-C Training for EPA Staff* was completed on April 30.

#### **1.2 Close-Out of the Contract**

No activity has occurred under this subtask to date.

### **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding**

#### **2.1 Organizing and Indexing**

27,345 documents have been indexed and quality assured in SDMS-C as of 6/30/08.

#### **2.2 Document Pick-up, Processing, File Management, and Storage**

253.4 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 6/30/08.

50.5 lft. of records have been retrieved from the FRC in response to EPA requests as of 6/30/08.

582.6 lft. of records have been organized and sent to the FRC as of 6/30/08.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 6/19/08.

#### **2.3 Scanning**

16,950 documents (465,930 images) have been scanned into SDMS-C as of 6/30/08.

#### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 36 SCAP accomplishment documents as of 6/30/08.

## **2.5 Financial Documentation/Cost Recovery Packaging**

94 Financial Cost Documentation Packages have been processed as of 6/30/08.

## **2.6 Recycling and Shredding**

47.3 lft. of documents have been recycled/shredded as of 6/30/08.

## **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

### **3.1 Reference, Search, and Circulation Service**

29,970 documents have been provided to EPA staff or the public as of 6/30/08.

269 site file indices/databases have been generated in response to EPA requests as of 6/30/08.

### **3.2 Freedom of Information Act (FOIA)**

As of 6/30/08, circulation staff has provided support for 78 FOIA requests. Billing data for 150.2 hours have been submitted to EPA.

### **3.3 Photocopy and Redaction Service**

Staff copied on-site a total of 31,008 non-FOIA-related pages for EPA and other requesters and sent approximately 23,312 pages off-site to a copy service.

20 site file documents have been redacted for release as of 6/30/08.

### **3.4 CD-ROM Service**

216 CD-ROMs or CD-ROM sets containing 1,207,649 images have been produced and supplied to EPA staff or the public as of 6/30/08.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

9 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 6/30/08.

## **Task 4: Administrative Records (ARs) and Special Collections Management**

### **4.1 Administrative Records**

13 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 6/30/08.

The Dewey-Humboldt Town Library was called for information on 6/12/08 and the Repositories database was updated on 6/12/08.

### **4.2 Work-Performed Compilations**

38 work-performed compilations have been completed as of 6/30/08.

#### **4.3 Electronic Media and Microfilm Management**

586 copies of special collections were produced in electronic format as of 6/30/08.

#### **Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

Operation and maintenance of the Records Center continued as of 6/30/08.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 6/30/08.

Equipment/supplies were purchased on 6/26/08.

#### **Task 6: Training and Orientation**

ORC Law Clerk Ginette Chapman was provided SDMS-C training on 12/10/07.

EPA contractor Loretta Marcel received training/orientation to the Records Center on 4/1/08.

A tour of the Records Center for visitors was completed on 3/26/08.

#### **Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 6/3/08.

Assistance with technical problems was provided to EPA staff person Thomas Butler on 3/12/08.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet in March 2008.

#### **Task 8: Attend Meetings and Teleconferences**

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 5/15 and 6/19/08.